

18 October 1971

MEMORANDUM FOR: Chiefs of Divisions and Staffs

SUBJECT : Visit of Spouses to Headquarters Building

REFERENCE : DDP Memorandum dated 18 October 1971,
Same Subject

1. Your allotment of spaces for the DDP's briefing at 10:30 a.m., 13 November 1971, Main Auditorium, on the occasion of the visit of spouses to the Headquarters Building is _____ spaces.

2. In order to restrict the group to the actual capacity of the auditorium (500 seats), it is important that each component chief receive firm assurances from those who plan to attend.

3. Each component chief is responsible for checking the cover of each employee who wants to attend to determine whether the visit is desirable from the security standpoint.

4. In view of the fact that CS components conduct routine business on Saturday mornings, visits of spouses to these offices will not be permitted.

5. Components who cannot use their full allotment of spaces should notify the Office of the Chief, Operational Services (██████████ ext. 7327) no later than 10 November so that a reassignment of the unused allotment can be made. Similarly, any component needing additional spaces should also notify the Office of the Chief, Operational Services to this effect.

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████████████████████
Chief, Operational Services

Distribution: See over

18 October 1971

MEMORANDUM TO: Chiefs of Divisions and Staffs

SUBJECT : Visit of Spouses to Headquarters Building

1. The Director has approved a program for a briefing and Headquarters building visit for spouses of employees as a follow up to last year's program. Each Directorate is handling its own program.

2. The CS will conduct its briefing on 13 November 1971 at 10:30 a.m. in the Main Auditorium. A limit of 500 persons may attend.

3. Admittance through the main gate off Route 123 will be obtained by display of the employee's badge. The participants will report to the auditorium at 10:20 a.m. where they will be welcomed and briefed by the DDP, then shown the film "Need to Know." The briefing and film will take about an hour.

4. The employee and his spouse may then enter the main building and tour the first floor including the Library, Communications Center, Credit Union, EAA Store (no sales), Rendezvous Room and the historical display in the 1D corridor. Lunch will be sold in the North Cafeteria.

5. The following restrictions will apply to CS personnel:

a. No employee under nonofficial cover is authorized to attend or have his spouse attend.

b. Spouses only are invited to attend and must be accompanied by the employee.

c. No mention of the visit should be made to uncleared friends or acquaintances by anyone under any type of cover.

6. In a separate memorandum each staff and division chief will be advised of the number of employees authorized to attend from his component.

Thomas H. Karamessines
Deputy Director for Plans

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Dist: see other side

ALLOTMENTS REPORT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: SSA/DDS
 Room 7D16
 Headquarters

EXTENSION

NO.



DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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EYES ONLY